



# Grinnell College

## Office of Community Enhancement and Engagement

Goodnow Hall  
1118 Park Street  
Grinnell, IA 50112

Office: 641-269-3900

Fax: 641-269-4330

communityenhance@grinnell.edu  
[grinnell.edu](http://grinnell.edu)

Dear Russ,

### **Re: Alternate Housing for Healthcare Workers**

Grinnell College and Hotel Grinnell are working together to offer emergency housing to our community health care workers working the front lines of this COVID-19 pandemic.

#### **Purpose and Usage**

We know it is imperative to keep everyone safe and we are glad to be able to offer this alternative housing for active staff with possible exposure who have vulnerable people at home (e.g., elderly, ill, or newborn). Rooms will be assigned on a first come, first serve basis. Sharing of rooms will not be allowed.

To simplify housekeeping, rooms may be reserved for periods of no fewer than 4 days. Rooms will be cleaned at the end of each stay. Housekeeping will not be provided during the stay.

To help prevent further contagion, this housing is not intended for those who are already ill and are required to self-isolate. *To protect our staff and college community, anyone who is currently experiencing symptoms of COVID-19 will immediately notify you (as representative of your organization) as well as Rachel Bly at [bly@grinnell.edu](mailto:bly@grinnell.edu) at Grinnell College and vacate the premises.*

#### **Cost – Terms of Charitable Donation**

This alternative housing is being offered at no cost to City of Grinnell or the employee. In furtherance of its ongoing commitment to support the community, Grinnell College is donating the use of facilities and resources to City of Grinnell. Because of its duty to safeguard the assets of Grinnell College, Grinnell College asks City of Grinnell to execute the attached Facilities Use Agreement. In recognition of the charitable motives embodied in this arrangement, the Facilities Use Agreement is hereby modified as follows:

- There is no fee, proposal or estimated cost associated with this donation.
- There is no required deposit or payment.
- There are no late fees or service charges associated with this donation.

The requirements set forth in the Agreement, including the provisions related to liability, damage, and loss remain in full force and effect. City of Grinnell understands and agrees it is responsible for ensuring this charitable arrangement fully complies with any governmental, regulatory, professional and commercial standards or rules that may apply to the subject of this donated space and resources. City of Grinnell agrees it will defend and indemnify Grinnell College and Hotel Grinnell from any claim asserted by any City of Grinnell employee utilizing alternative housing.

#### **Process – For City of Grinnell**

If you envision having your employees take advantage of this opportunity, we ask that you please provide a list of those employees that you would approve for alternate housing during this time. We are attaching a contract for you to sign and return to Rachel Bly at [bly@grinnell.edu](mailto:bly@grinnell.edu). We also ask that you provide contact information for one person in your organization that we can communicate with about this process:



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### Organization Information

Name of Organization making request:  
Organization's main contact name:  
Main contact name Cell Number:  
Name of person signing contract:

### **Process – For Your employees**

Individual approved employees can make reservations directly with Grinnell College's Office of Conference Operations and Events on an as-needed basis.

- A. To make a reservation, please have interested employees email: Britta Meints at [calendar@grinnell.edu](mailto:calendar@grinnell.edu) with the following information:
1. Location Preference (1<sup>st</sup> choice, 2<sup>nd</sup> choice):  
\_\_\_\_\_ Grinnell College Campus \_\_\_\_\_ Hotel Grinnell
  2. Guest Name (please print):
  3. Check-in Date:
  4. Check-out Date:  
(If stay needs to be extended, please contact Britta)
  5. Guest Cell Number:
  6. Guest E-mail Address:
- B. After receiving the request, Grinnell College and/or Hotel Grinnell will follow-up with the employee directly with an individual agreement and information on how/where to pick up the keys.

### **Next Steps**

If you intend to make use of this housing for your employees, please:

1. Sign and return this letter of acknowledgement
2. Sign and return the attached contract
3. Send a list of approved employees we would expect to hear from to: Britta Meints at [calendar@grinnell.edu](mailto:calendar@grinnell.edu)

Thank you for all you are doing to help fight this pandemic. We're glad to be able to support your efforts.

Monica Chavez-Silva  
AVP Community Enhancement & Engagement



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### Acknowledgement

On behalf of City of Grinnell our organization agrees to the terms of this agreement and attached contract.

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Authorized Representative (Printed Name)

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Title

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Signature of Authorized Representative

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Date